

Administrative - Internal Use Only

24 May 1973

MEMORANDUM FOR ALL IC STAFF PERSONNEL

SUBJECT: Notification of Contacts with Representatives, Citizens  
and Employees of Foreign Countries

1. Any official or unofficial contact with a representative, citizen or employee of the USSR and its satellites or other countries under Communist control must be reported in writing immediately to the Executive Officer.

2. It is not required to report unofficial casual contacts with aliens, employees or representatives of foreign countries, however, it is desired that when an employee knows or has reason to believe that a contact will be on a continual basis he should inform the Executive Officer in writing.

3. Submitting reports with regard to the above should be through your immediate Group Chief.

4. The Executive Officer is charged with the responsibility for taking the necessary action to inform the appropriate authorities with reference to the above and can discuss or answer any questions.



Lew Allen, Jr.  
Major General, USAF  
D/DCI/IC

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